

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF FLORIDA



CAREER OPPORTUNITY ANNOUNCEMENT – DIVISION MANAGER

Position Title: Division Manager
Vacancy Number: 19-2
Location: Pensacola, Florida
Closing Date: Open Until Filled
Salary Range: CL 27-29 (\$48,951 - \$113,459)
Starting salary commensurate with experience and qualifications.

POSITION OVERVIEW

The United States District Court for the Northern District of Florida is seeking qualified applicants for the position of division manager. This is a professional, managerial position with primary responsibility for the oversight, supervision, and administration of a divisional office of the court. This position performs supervisory work related to the full range of court operations including, but not limited to, case administration, jury administration, courtroom support, records and mail management, financial administration, judicial support, staff development, and customer service. As a representative of the clerk of court, this position is responsible for insuring court policies, procedures, and practices are uniformly implemented within the division.

REPRESENTATIVE DUTIES

- Supervise personnel involved in divisional office operations including assigning and reviewing work, evaluating performance, and recommending personnel actions; assist in developing work standards; supervise, delegate, and prioritize workload; implement staff procedures and conduct staff meetings; and identify issues and resolve disputes; maintain accurate documentation, statistics, and employee records.
- Oversee all functional components of the divisional clerk's office, including intake, docketing, new case openings, records, appeals, court reporting, naturalization and other court ceremonies, jury, finance, and chambers support.
- Coordinate with the court's financial administrator regarding maintenance, supervision, and accountability for all on-site financial functions.
- Develop, implement, and monitor operational, administrative, and managerial procedures, practices, systems, and techniques including those governing trial schedules. Monitor and oversee records maintenance, storage, control, release, and certification of official records; and

management of physical resources.

- Supervises jury and juror processing, procedures, and administration including processing juror and non-selected juror payments. Monitors compliance with standards and internal control procedures.
- Assist the clerk of court and chief deputy in defining and creating long and short-term goals regarding the efficient function of the divisional office and implementing and monitoring strategic plans for the accomplishment of goals.
- Participate in budget preparation; verify specific needs and costs and recommend changes or adjustments; and conduct periodic budget reviews for the office.
- Work closely with other court management on information technology, space and facilities, training, and human resources matters impacting the division office.
- Communicate and respond to management requests regarding operations; answer procedural questions for judges, staff, attorneys, and the public; provide customer service to and resolve difficulties while complying with regulations, rules, and procedures.
- Abide by the *Code of Conduct for Judicial Employees* and court confidentiality requirements; demonstrate sound ethics and good judgment at all times; and handle confidential and sensitive information appropriately.

QUALIFICATIONS

The court is looking for a strong leader who is committed to employee development and helping employees expand skill sets to achieve individual and team goals; who has experience motivating both new and tenured employees; and who is dedicated to providing the highest level of customer service to the public, staff, judicial officers, attorneys, and litigants.

To qualify for this position the incumbent must have:

- At least three years specialized experience with at least one year at or equivalent to the level of work classified at the lower level for qualification to the CL level (i.e. one year experience at CL 27 to qualify for CL 28). Specialized experience is defined as progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain:
 - Skill in dealing with others in person-to-person work relationships;
 - The ability to exercise mature judgement;
 - A thorough knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the clerk's office.
- Strong computer skills and a demonstrated commitment to the use of technology to increase efficiency and further the mission of the court; and,
- An ability to travel overnight.

Other Preferred Qualifications

- A degree in public administration, business administration, management, or related field.
- Experience in a federal or state court system or other business or legal field requiring the interpretation, application, and knowledge of complex rules, procedures, and statutes.
- Demonstrated ability to lead with vision, articulate priorities, develop staff, and drive organizational excellence.
- A documented record of success in the oversight and management of large projects.
- Skill in assigning, prioritizing, monitoring, and reviewing the work of others; mentoring and training employees with varying educational backgrounds and aptitudes; skill in issue identification and problem resolution; and an ability to act independently.

- Ability to apply knowledge of supervisory and employee management principles and use mediation and problem-solving skills when managing conflicts in the workplace.
- Ability to consistently demonstrate sound ethics, excellent judgment, and a positive attitude.
- Ability to communicate effectively (orally and in writing) with individuals and groups with varying levels of knowledge.
- Ability to multi-task and to adapt and lead in a changing work environment.

EMPLOYMENT INFORMATION AND BENEFITS

Judiciary employees serve under excepted appointments (not civil service). Employees of the United States District Court are "at will" employees and are required to adhere to the *Code of Conduct for Judicial Employees*, which is available to candidates for review on our website at www.flnd.uscourts.gov. Judiciary benefits include paid vacation, sick leave, paid holidays, health and life insurance, long term care insurance, a flexible benefits program, retirement plan, and a portable savings plan with matching contributions.

APPLICANT INFORMATION

This position will be located in the Pensacola Division of the United States District Court for the Northern District of Florida. Applicants must be a U.S. citizen, a U.S. National, or qualify under the Appropriations Act Citizenship exemptions. Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit. This position is classified as a sensitive position, therefore, the successful applicant will be required to submit to a background clearance, which will include a criminal history and FBI investigation. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Retention will depend upon a favorable suitability determination of the investigation.

Qualified applicants should submit a resume including salary history, a completed application form AO-0078 (available at www.flnd.uscourts.gov), and a list of three professional references to:

Attn: Vacancy Announcement 19-2
Northern District of Florida
Office of the Clerk of Court
111 N. Adams Street Suite 322
Tallahassee, FL 32301

Applications may also be submitted electronically to Charmaine_Steiner@flnd.uscourts.gov. To receive first consideration the application must be received by close of business on Friday, March 1, 2019. The position is open until filled.

The Court reserves the right to change or withdraw this vacancy announcement at any time without notification to applicants.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER